

**CADDO PARISH TAX ASSESSOR**  
**SHREVEPORT, LOUISIANA**  
**DECEMBER 31, 2011**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date **APR 25 2012**

CADDO PARISH TAX ASSESSOR

SHREVEPORT, LOUISIANA

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**CADDO PARISH TAX ASSESSOR**

**SHREVEPORT, LOUISIANA**

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**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**CADDO PARISH TAX ASSESSOR**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)**

This section presents readers of the financial statements of the Caddo Parish Tax Assessor's Office with a narrative overview and analysis of its financial activities for the fiscal year ended December 31, 2011. It is intended to serve as an introduction to the basic financial statements of the Caddo Parish Tax Assessor, which statements consist of government-wide financial statements, fund financial statements, notes thereto, and other financial information.

### ***Financial Highlights***

The financial statements of the Assessor present the financial transactions of the Assessor's office. The Assessor assesses all real and movable property in the parish subject to ad valorem taxation. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

Total assets increased by \$325,755, or 12%. This is due to the Assessor's office having increased revenue for the current year and investing in certificates of deposit and other investments, including fixed assets. Total liabilities increased by \$822,016. This was due to the implementation of GASB 45 and the recognition of a liability for other post-retirement employee benefits.

Revenues for the current year exceeded prior year's revenues by \$202,471, which is due to an increase in property tax revenue. Expenditures increased by \$118,145 from the prior year. This is due mainly to an increase in professional fees.

Capital assets had an increase of \$102,263, which is additional assets purchased during the year, and decreases in the amount of \$59,052. This was due to fixed assets with a book value of \$6,903 being transferred to the Caddo Parish Commission for auction and depreciation expense of \$65,955.

## **USING THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (on Pages 6 and 7) provide information about the activities of the Assessor as a whole. Fund financial statements start on Page 8. For governmental activities, these statements tell how these services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the Assessor's operations in more detail than the government-wide statements by providing information about the Assessor's most significant funds. The Assessor is a component unit of the Parish of Caddo, Louisiana. The accompanying financial statements present information only on the funds maintained by the Assessor.

### ***Reporting the Funds Maintained by the Assessor as a Whole***

#### ***The Statement of Net Assets and the Statement of Activities***

Our analysis of the funds maintained by the Assessor as a whole begins on Page 6. The Statement of Net Assets and the Statement of Activities report information about the funds maintained by the Assessor as a whole and about its activities. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Assessor's *net assets* and changes in them. The Assessor's net assets – the difference between assets and liabilities – is one way to measure the Assessor's financial health, or *financial position*. Over time, *increases or decreases* in the Assessor's net assets are one indicator of whether its financial health is improving or deteriorating.

In the Statement of Net Assets and the Statement of Activities, we record the funds maintained by the Assessor as governmental activities.

## THE FUNDS MAINTAINED BY THE ASSESSOR AS A WHOLE

A comparative analysis of the funds maintained by the Assessor is presented below.

**Table 1**  
**Net Assets**

	Government-Wide Activities 2011	Government-Wide Activities 2010
Cash and cash equivalents	776,809	503,685
Investments	2,159,364	2,148,092
Accrued interest receivable	-	2,464
Accounts receivable	36,330	35,719
Capital assets, net of accumulated depreciation	<u>147,076</u>	<u>103,864</u>
Total assets	3,119,579	2,793,824
Liabilities	<u>2,624,112</u>	<u>1,802,096</u>
Total liabilities	2,624,112	1,802,096
Net assets:		
Invested in capital assets, net of related debt	147,076	103,864
Unrestricted	<u>348,391</u>	<u>887,864</u>
Total net assets	<u>495,467</u>	<u>991,728</u>

Net assets of the funds maintained by the Assessor decreased by \$496,261 or 50%.

**Table 2**  
**Change in Net Assets**

	Government-Wide Activities 2011	Government-Wide Activities 2010
Revenues		
Caddo Assessment District	3,449,751	3,254,818
State revenue sharing	142,582	106,982
Other	<u>145,058</u>	<u>173,120</u>
Total revenues	3,737,391	3,534,920
Expenses		
General governmental	<u>4,233,652</u>	<u>4,115,507</u>
(Decrease) in net assets	<u>(496,261)</u>	<u>(580,587)</u>

For the funds maintained by the Assessor, total revenues increased \$202,471 in 2011, from total revenues in 2010 of \$3,534,920. The increase was the result of an increase in property tax revenue.

## CAPITAL ASSETS

During 2004, the Assessor adopted the provisions of Governmental Accounting Standards Board Statement No. 34 as pertaining to capital assets and depreciation. This resulted in a change in the format and content of the basic financial statements. At the end of 2010, the Assessor had invested \$1,062,858 in capital assets with a net book value of \$103,864. At the end of 2011, the Assessor had invested \$1,016,193 in capital assets with a net book value of \$147,076.

**Table 3**  
**Capital Assets At Year End**

	Government-Wide Activities <u>2011</u>	Government-Wide Activities <u>2010</u>
Furniture, office equipment and GIS equipment	243,618	252,876
Computer equipment	<u>772,575</u>	<u>809,982</u>
	1,016,193	1,062,858
<u>Less-accumulated depreciation</u>	<u>(869,117)</u>	<u>(958,994)</u>
Capital assets, net	<u>147,076</u>	<u>103,864</u>
Major additions included:		
Computer equipment	100,368	24,577
Furniture, office equipment and GIS equipment	<u>1,895</u>	<u>7,442</u>
Total	<u>102,263</u>	<u>32,019</u>

### *Expectations for Future Operations*

The Assessor expects that the financial status will continue to be favorable in the future.

The Assessor will continue to replace computer equipment as necessary and is in the process of implementing a new software system.

### *Requests for Information*

This financial report is designed to provide a general overview of the Caddo Parish Tax Assessor's finances for all those with an interest in the Assessor's financial operations. Questions concerning any of the information provided in this report, or requests for additional information, should be addressed to the Caddo Parish Tax Assessor, 501 Texas Street, Room 102, Shreveport, Louisiana 71101.

**AUDITED FINANCIAL STATEMENTS**



# HEARD, McELROY, & VESTAL

LLC

CERTIFIED PUBLIC ACCOUNTANTS

333 TEXAS STREET, SUITE 1525  
SHREVEPORT, LOUISIANA 71101  
318-429-1525 PHONE 318-429-2070 FAX

April 3, 2012

Mr. Charles R. Henington, Jr.  
Caddo Parish Tax Assessor  
Shreveport, Louisiana

## Independent Auditor's Report

We have audited the financial statements of the governmental activities and each major fund of the Caddo Parish Tax Assessor as of December 31, 2011, and for the year then ended, as listed in the table of contents. These financial statements are the responsibility of the Caddo Parish Tax Assessor management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Caddo Parish Tax Assessor as of December 31, 2011, and the respective changes in financial position thereof for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1 to the financial statements, management has adopted the provisions of GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, in fiscal year 2011.

In accordance with *Government Auditing Standards*, we have also issued a report dated April 3, 2012, on our consideration of the Assessor's internal control over financial reporting, and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The accompanying required supplemental information, consisting of management's discussion and analysis on Pages 1 through 3, budgetary comparison information on Pages 23 and 24, and employee health care plan information on Page 25, is not a required part of the financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We

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have applied certain limited procedures, to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted principally of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. However, we did not audit the information and express no opinion on it, or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Such information, although not a part of the basic financial statements, is required by *Government Auditing Standards* Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying other financial information, consisting of the schedule of employees' salaries paid by the Caddo Parish Tax Assessor on Pages 26 through 27, is presented for purposes of additional analysis and is not a required part of the financial statements of the Caddo Parish Tax Assessor. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as whole.

*Heard, McElroy & Vestal, LLC*

**CADDO PARISH TAX ASSESSOR**

**STATEMENT OF NET ASSETS**

**DECEMBER 31, 2011**

<b><u>ASSETS</u></b>	<b><u>Governmental Activities</u></b>
Cash and cash equivalents	776,809
Investments, at cost	2,159,364
Accounts receivable	36,330
Furniture, office equipment and GIS equipment, net of accumulated depreciation	25,638
Computer equipment, net of accumulated depreciation	<u>121,438</u>
Total assets	<u>3,119,579</u>
<b><u>LIABILITIES AND NET ASSETS</u></b>	
<b><u>Liabilities:</u></b>	
Accounts payable and accrued expenses	15,185
Deferred revenue	47,986
Long-term liabilities-net OPEB obligation	<u>2,560,941</u>
Total liabilities	<u>2,624,112</u>
<b><u>Net assets:</u></b>	
Investment in capital assets	147,076
Unrestricted	<u>348,391</u>
Total net assets	<u>495,467</u>
Total liabilities and net assets	<u>3,119,579</u>

The accompanying notes are an integral part of these financial statements.

CADDO PARISH TAX ASSESSOR

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2011

	<u>Governmental Activities</u>
<u>Expenses:</u>	
Insurance	414,680
General office expense	68,617
Professional fees	273,132
Equipment maintenance	39,454
Mapping	180
Postage	30,609
Education and travel	39,043
Automobile	74,797
Office forms	7,128
Office supplies	21,256
Salaries	1,977,128
Retirement fund expense	257,308
Depreciation	59,052
OPEB obligation	<u>971,268</u>
Total expenses	4,233,652
<u>Program revenue:</u>	
Charges for services	<u>129,130</u>
Net (expense)	(4,104,522)
<u>General revenue:</u>	
Caddo Assessment District	3,449,751
State revenue sharing	142,582
Interest income	15,830
Miscellaneous	<u>98</u>
	<u>3,608,261</u>
<u>Change in net assets</u>	(496,261)
<u>Net assets-beginning of year</u>	<u>991,728</u>
<u>Net assets-end of year</u>	<u>495,467</u>

The accompanying notes are an integral part of these financial statements.

CADDO PARISH TAX ASSESSOR  
BALANCE SHEET-ALL FUND TYPES  
DECEMBER 31, 2011

<u>ASSETS</u>	<u>Governmental Fund Type</u> <u>Salary and Expense Fund</u>
Cash and cash equivalents-Note 3	776,809
Investments, at cost-Note 4	2,159,364
Accounts receivable	<u>36,330</u>
Total assets	<u>2,972,503</u>
 <u>LIABILITIES AND FUND EQUITY</u>	
<u>Liabilities:</u>	
Accounts payable and accrued expenses	15,185
Deferred revenue-Note 9	<u>47,986</u>
Total liabilities	63,171
 <u>Fund equity:</u>	
Fund balance-unassigned	<u>2,909,332</u>
Total liabilities and fund equity	<u>2,972,503</u>

The accompanying notes are an integral part of these financial statements.

**CADDO PARISH TAX ASSESSOR**

**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO THE**

**GOVERNMENT-WIDE FINANCIAL STATEMENT OF NET ASSETS**

**DECEMBER 31, 2011**

Total fund balance for the governmental fund	2,909,332
Cost of capital assets, less accumulated depreciation	147,076
Long-term liabilities-net OPEB obligation	<u>(2,560,941)</u>
Total net assets of the governmental activities	<u>495,467</u>

The accompanying notes are an integral part of these financial statements.

CADDO PARISH TAX ASSESSOR

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-

GOVERNMENTAL FUND TYPE FOR THE YEAR ENDED DECEMBER 31, 2011

	<u>Governmental Fund Type</u> <u>Salary and Expense Fund</u>
<u>Revenues:</u>	
Caddo Assessment District-Note 2	3,449,751
State revenue sharing-Note 9	142,582
Charges for services	129,130
Interest income	15,830
Miscellaneous	98
Total revenues	<u>3,737,391</u>
<u>Expenditures:</u>	
Insurance	414,680
General office expense	68,617
Professional fees	273,132
Equipment maintenance and purchases	141,717
Mapping	180
Postage	30,609
Education and travel	39,043
Automobile	74,797
Office forms	7,128
Office supplies	21,256
Salaries-assessor	134,060
Salaries-deputies	1,759,656
Salaries-other	83,413
Retirement fund expense-Note 6	257,308
OPEB obligation	<u>971,268</u>
Total expenditures	<u>4,276,864</u>
<u>Excess of expenditures over revenues</u>	<u>(539,473)</u>
<u>Beginning fund balance</u>	<u>3,448,805</u>
<u>Ending fund balance</u>	<u>2,909,332</u>

The accompanying notes are an integral part of these financial statements.

CADDO PARISH TAX ASSESSOR  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUND TO THE  
CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2011

Net change in fund balance-governmental fund	(539,473)
Equipment purchases	102,264
Depreciation expense	<u>(59,052)</u>
Change in net assets of governmental activities	<u>(496,261)</u>

The accompanying notes are an integral part of these financial statements.



CADDO PARISH TAX ASSESSOR  
STATEMENT OF FIDUCIARY NET ASSETS

DECEMBER 31, 2011

ASSETS

Investment in deferred compensation-Note 11	<u>638,840</u>
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NET ASSETS

Net assets	<u>638,840</u>
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The accompanying notes are an integral part of these financial statements.

**CADDO PARISH TAX ASSESSOR**  
**STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2011**

Balance beginning of year		625,375
<u>Increases:</u>		
Contributions	162,237	
Gains on investments	<u>13,936</u>	176,173
<u>Decreases:</u>		
Withdrawals	159,381	
Administrative fees	<u>3,327</u>	<u>162,708</u>
Balance end of year		<u>638,840</u>

The accompanying notes are an integral part of these financial statements.

## CADDO PARISH TAX ASSESSOR

### NOTES TO FINANCIAL STATEMENTS

#### AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2011

##### Introduction

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the Assessor is elected by the voters of the parish and serves a four-year term. The Assessor assesses all real and movable property in the parish subject to ad valorem taxation. The Assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the Assessor is officially and pecuniarily responsible for the actions of the deputies.

The Assessor's office is located in the Caddo Parish Courthouse in Shreveport, Louisiana. The Assessor employs 66 employees, including 47 deputies. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission, as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

At December 31, 2011, there are 135,647 real property and movable property assessments totaling \$1,402,861,260 and \$428,895,140, respectively. This represents an increase of 569 assessments with an increase totaling \$47,494,820 in value over the prior year. The increase in the number of assessments is due to new businesses opening and new subdivisions being assessed. The increase in value is due to new businesses opening, new buildings, and oil and gas property increasing.

##### **1. Summary of Significant Accounting Policies**

###### ***Basis of Presentation***

The accompanying financial statements of the Caddo Parish Tax Assessor have been prepared in conformity with governmental accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing government accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, issued in June 1999, and GASB 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, issued in February 2009.

The financial statements include:

- A Management Discussion and Analysis (MD&A) section providing an analysis of the Assessor's overall financial position and results of operations.
- Government-Wide Financial Statements
- Fund Financial Statements

1. **Summary of Significant Accounting Policies** (Continued)

***Government-Wide and Fund Financial Statements***

The government-wide financial statements (GWFS) (i.e., the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes, intergovernmental revenues, and other nonexchange transactions, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of net assets presents information on all of the Assessor's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Assessor is improving or deteriorating.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Depreciation expense is identified by function and is included in the direct expense of each function. Program revenues include 1) fees, fines, and charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate fund financial statements (FFS) are provided for governmental funds. Major individual governmental funds are reported as separate columns in the FFS.

***Fund Accounting***

The Assessor uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

***Governmental Funds***

Governmental funds account for all or most of the Assessor's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the Assessor.

The Salary and Expense Fund as provided by Louisiana Revised Statute 47:1906, is the principal fund of the Assessor and accounts for the operation of the Assessor's office. Compensation received from the various taxing bodies prescribed by formula in Louisiana Revised Statutes 47:1907-08 is accounted for in this fund. General operating expenditures are paid from this fund.

***Fiduciary Funds***

Fiduciary funds account for resources that do not belong to the Assessor, but rather are subject to the claims of others.

The Pension Trust Fund, which is a fiduciary fund type, accounts for assets held which are for employees who defer a portion of their compensation. Fiduciary funds are custodial funds (assets equal liabilities and net assets); therefore, they do not involve measurement of operations. There are

**1. Summary of Significant Accounting Policies (Continued)**

two deferred compensation plans available to the employees. One is administered by the National Association of Counties, and the other is administered by Security Benefit Group of Companies. All assets of the plan are reported at fair market value. Plan assets remain the property of the Assessor until paid or made available to participants.

***Basis of Accounting***

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The Salary and Expense Fund is accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The operating statement of the Salary and Expense Fund presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the Salary and Expense Fund. The Salary and Expense Fund uses the following practices in recording revenues and expenditures:

***Revenues***

Revenues are recognized when they become measurable and available as net current assets.

***Expenditures***

Expenditures are recognized when the related fund liability is incurred.

***Budgets and Budgetary Accounting***

The Caddo Parish Tax Assessor follows these procedures in establishing the budgetary data reflected in these financial statements:

1. The Caddo Parish Tax Assessor prepares a proposed budget and holds a public hearing no later than fifteen days prior to the beginning of each fiscal year.
2. The budget is adopted at the public hearing.
3. All budgetary appropriations lapse at the end of each fiscal year.

***Cash and Cash Equivalents and Investments***

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Assessor may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the Assessor may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost, except for investments in the deferred compensation agency fund, which are reported at market.

***Capital Assets***

The Assessor has adopted the provisions of Governmental Accounting Standards Board Statement No. 34 as pertaining to capital assets and depreciation.

Capital assets are capitalized at historical cost. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Assessor maintains a threshold level of \$300 or more for capitalizing capital assets.

**1. Summary of Significant Accounting Policies (Continued)**

The purchase or acquisition of capital assets are recorded in the Statement of Net Assets and Statement of Revenues, Expenditures, and Changes in Fund Balance. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives.

<u>Description</u>	<u>Estimated Lives</u>
Furniture and fixtures	7 - 10 years
Computer and office equipment	5 - 7 years

***Vacation and Sick Leave***

The Assessor has a written formal policy relating to vacation and sick leave, based on length of service. The policy does not provide for the accumulation of vacation leave. The policy provides for accumulation of sick leave that may be used for major illnesses. It does not provide for compensation for this sick leave upon termination.

***Risk Management***

The Assessor is subject to normal business and liability risk, including risk of loss of assets. These risks are managed through the purchase of insurance policies.

**2. Levied Taxes**

The Caddo Assessment District levies a tax on the assessed valuation of all taxable property appearing on the previous year's tax roll. The millage to be assessed is determined and certified by the legislative auditor by dividing the net tax roll as of January 1 of the year of implementation into the salary and expense account and salary and personal expense allowance of the Assessor for the current year. The millage adopted remains in effect in subsequent years unless changed as provided by law.

However, the total amount of ad valorem taxes received by the district is never less than that received by the district in the initial year. Taxes are due December 31.

The total taxes assessed by the Caddo Assessment District were \$3,514,984 for the year ended December 31, 2011. For 2011, total taxes of \$3,478,776 were collected, of which \$3,405,534 relates to assessed taxes for 2011, \$73,242 relates to taxes assessed for other periods, and \$11,559 were refunded to taxpayers. Approximately 97% of the taxes assessed were collected for 2011 and the Assessor believes that the remaining 3%, \$109,450, will never be collected mainly as a result of bankruptcies and protested taxes.

The following is a summary of authorized and levied ad valorem taxes:

	<u>Authorized Millage</u>	<u>Levied Millage</u>
Caddo Assessment District	2.37	2.37

The following are the principal taxpayers for the parish:

2. **Levied Taxes** (Continued)

<u>Taxpayer</u>	<u>Type of Business</u>	2011 <u>Assessed Valuation</u>	Percentage of Total Assessed Valuation
SWEP/CO/AEP	Utility	65,312,320	3.47%
CenterPoint Energy	Utility	26,847,790	1.43%
Chesapeake Operating	Natural Gas Exploration	23,632,110	1.26%
Bell South	Utility	21,992,150	1.17%
Universal Oil Products	Refinery	18,941,710	1.01%
Gulf Crossing Pipeline	Utility	14,918,220	.79%
QEP Energy	Natural Gas Exploration	13,349,720	.71%
Sam's Town	Casino	12,892,790	.69%
Calumet	Refinery	12,094,540	.64%
J-W Operating	Natural Gas Exploration	9,821,630	.52%
		<u>219,802,980</u>	<u>11.69%</u>

3. **Cash and Cash Equivalents**

At December 31, 2011, the Assessor has cash and cash equivalents as follows:

	<u>Salary and Expense Fund</u>
Commercial interest checking accounts	<u>776,809</u>
Total cash and cash equivalents	<u>776,809</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. These accounts were held at two separate institutions, each securing \$250,000 by federal deposit insurance. In addition, the market value of securities pledged on these accounts was \$1,910,159 as of December 31, 2011. This value also secures a portion of the investments shown in Note 4.

4. **Investments**

The investments of all funds consisted of certificates of deposit and the LAMP Fund and a schedule is presented below:

	<u>Rate of Interest</u>	<u>Salary and Expense Fund</u>
Home Federal Savings & Loan	0.85%	134,162
Home Federal Savings & Loan	0.75%	134,913
Home Federal Savings & Loan	0.75%	134,967
Home Federal Savings & Loan	1.10%	137,519
Home Federal Savings & Loan	1.10%	137,528
Home Federal Savings & Loan	1.10%	137,587
Home Federal Savings & Loan	1.10%	137,572
Home Federal Savings & Loan	1.00%	137,475
Business First Bank Money Market		250,749
LAMP Investments	Various	<u>816,892</u>
		<u>2,159,364</u>

4. **Investments** (Continued)

The investments are in the name of the Assessor and are held at the financial institutions. The certificates of deposit are either fully insured or collateralized by securities held in the Assessor's name. The market value of securities pledged on these accounts was \$3,275,529 as of December 31, 2011. A portion of this value secures the cash balance shown in Note 3.

The Louisiana Asset Management Pool, Inc. (LAMP) issues separate audited financial statements that can be obtained by accessing their website at [www.lamppool.com](http://www.lamppool.com) or by calling (504) 525-5267.

5. **Changes in Capital Assets**

A summary of changes in capital assets and depreciation activity for the year ended December 31, 2011 is as follows:

	<u>Furniture, Office Equipment and GIS Equipment</u>	<u>Computer Equipment</u>	<u>Total</u>
Balance January 1, 2011	252,876	809,982	1,062,858
Additions	1,895	100,369	102,264
Deletions	<u>(11,153)</u>	<u>(137,776)</u>	<u>(148,929)</u>
Balance December 31, 2011	243,618	772,575	1,016,193
<u>Less-accumulated depreciation</u>	<u>(217,980)</u>	<u>(651,137)</u>	<u>(869,117)</u>
Capital assets, net	<u>25,638</u>	<u>121,438</u>	<u>147,076</u>

6. **Pension Plan**

Substantially all employees of the Caddo Parish Tax Assessor's office are members of the Louisiana Assessors Retirement System, a multiple-employer, public employee retirement system (PERS), controlled and administered by a separate board of trustees.

All full-time employees are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service or at any age with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3 per cent of their final-average salary for each year of credited service, not to exceed 100 per cent of their final-average salary.

For employees that were employed prior to October 1, 2006, final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. For employees hired on or after October 1, 2006, the final average salary is the employee's average salary over the 60 consecutive or joined months that produces the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessors' Retirement System, P. O. Box 14699, Baton Rouge, Louisiana 70898-4699, or by calling (800) 925-4446.



6. **Pension Plan** (Continued)

Contributions to the System include one-fourth of one per cent of the taxes shown to be collectible by the tax rolls of each parish including the homestead exemption plus revenue sharing funds appropriated by the legislature. State statute requires plan members to contribute 8% of their annual covered salaries to the System. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Caddo Parish Tax Assessor's contributions to the System for the years ending December 31, 2011 and 2010 were \$257,308 and \$256,761, respectively, equal to the required contributions for each year.

7. **Other Postemployment Benefits**

*Plan Description.* The Caddo Parish Tax Assessor contributes to a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Assessor's group health insurance plan, which covers both active and retired members. Benefit provisions are established by the Caddo Parish Tax Assessor.

Effective with the Year ending December 31, 2010, the Caddo Parish Tax Assessor implemented Government Accounting Standards Board Statement Number 45, *Accounting and Financial Reporting by Employers for Post employment Benefits Other than Pensions* (GASB 45). This statement has been implemented prospectively. Using this method, the beginning OPEB liability is set at zero and the actuarially determined OPEB liability relative to past service (prior to January 1, 2009) will be amortized and recognized as an expense over thirty years.

*Funding Policy.* The Assessor pays 100% of retirees' medical and life insurance premiums and 50% of the retirees' dependent medical coverage. The eligibility requirement is that the former employee must have met the requirements of the retirement system. These requirements are at least twelve years of coverage service and at least fifty-five years of age or thirty years of service. The number of participants currently eligible to receive benefits is eighteen. For the year ended December 31, 2011, the Assessor contributed \$139,310 to the plan.

*Annual OPEB Cost and Net OPEB Obligation.* The Assessor's annual other post employment benefit (OPEB) costs (expense) is calculated based on the annual required contribution of the employer (ARC). The Assessor's Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB 45. The Annual Required Contribution (ARC) is the sum of the Normal Cost plus the contribution to amortize the Actuarial Accrued Liability (AAL). A 4% discount rate and amortization period of 30 years (the maximum amortization period allowed by GASB 45) have been used for the post-employment benefits.

Annual required contribution	971,268
Interest of prior year net OPEB obligation	-
Adjustment to annual required contribution	-
Annual OPEB Cost	971,268
Contributions made	<u>(139,310)</u>
Increase in net OPEB obligation	831,958
Net OPEB obligation at beginning of year	<u>1,728,983</u>
Net OPEB obligation at end of year	<u>2,560,941</u>

**7. Other Postemployment Benefits (Continued)**

The Assessor's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan and net OPEB obligation for the year 2011, 2010, and 2009 was \$971,268, \$971,268, and \$971,268, 14%, 12% and 10%, and \$2,560,941, \$1,728,983, and \$871,614, respectively.

*Funded Status and Funding Progress.* As of December 31, 2011, the actuarial accrued liability for benefits was \$9,385,562, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan was) was \$1,546,890, and ratio of unfunded actuarial accrued liability to the covered payroll was 607%. The date of the most recent actuarial valuation performed was January 1, 2009.

The projection of future benefits for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funding status of the plan and annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

*Actuarial Methods and Assumptions.* The actuarial calculations are based on the types of benefits provided under the terms of the substantive plan (the plan as understood by the Assessor's Office and its employee plan members) at the time of the valuation and on the pattern of sharing costs between the Assessor and its plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the Assessor's Office and plan members in the future. Consistent with the long term perspective of actuarial calculations, the actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial liabilities and the actuarial value of assets.

*Actuarial Cost Method* The ARC is determined using the Unit Credit Cost Method. This method determines, in a systematic way, the incidence of plan sponsor contributions required to provide plan benefits. It also determines how actuarial gains and losses are recognized in OPEB costs. These gains and losses result from the difference between the actual experience under the plan and what was anticipated by the actuarial assumptions.

The cost of the Plan is derived by making certain specific assumptions as to rates of interest, mortality, turnover, etc. which are assumed to hold for many years into the future. Since actual experience may differ somewhat from the long term assumptions, the costs determined by the valuation must be regarded as estimates of the true costs of the Plan.

**8. Leases**

The Caddo Parish Tax Assessor has seven operating lease agreements for automobiles and office equipment. The leases range in terms from 36 to 60 months. During 2011, total payments under these leases were \$46,168.

The following is a schedule of future minimum rental payments required under the operating leases as of December 31, 2011:

8. Leases (Continued)

2012	50,845
2013	35,655
2014	9,480
2015	2,664
2016	-
	<u>98,644</u>

9. Deferred Revenue

The balance of deferred revenue is state revenue sharing funds received prior to year end which were attributable to the year ended December 31, 2011.

10. Litigation

At the balance sheet date, there was pending litigation against the Assessor which involved suits seeking either refunds of taxes for prior years or reassessment of property values. As the Tax Assessor only assesses property and does not collect taxes, there should be no monetary loss to the Assessor because of this litigation.

11. Deferred Compensation

The Tax Assessor offers employees a deferred compensation plan created in accordance with Section 457 of the Internal Revenue Code of 1986. The assets of the plan are held in trust as described in IRC Section 457(g) for the exclusive benefit of the participants and their beneficiaries. The custodian thereof for the exclusive benefit of the participants holds the custodial account for the beneficiaries of this plan, and the assets may not be diverted to any other use. The administrators are agents of the employer for purposes of providing direction to the custodian of the custodial account from time to time for the investment of the funds held in the account, transfer of assets to or from the account, and all other matters. In accordance with provisions of GASB Statement No. 32, plan balances and activities are reflected in separate statements of fiduciary net assets and changes in fiduciary net assets in the Tax Assessor's financial statements.

**REQUIRED SUPPLEMENTAL INFORMATION (UNAUDITED)**

**CADDO PARISH TAX ASSESSOR**  
**BUDGETARY COMPARISON SCHEDULE**  
**FOR THE YEAR ENDED DECEMBER 31, 2011**  
(Unaudited)

	<u>Governmental Fund Type</u> <u>Salary and Expense Fund</u>		<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
	<u>Actual</u>	<u>Budget</u>	
<b><u>Revenues:</u></b>			
Caddo Assessment District	3,449,751	3,514,984	(65,233)
State revenue sharing	142,582	106,500	36,082
Interest income	15,830	10,000	5,830
Other revenues	<u>129,228</u>	<u>92,000</u>	<u>37,228</u>
Total revenues	3,737,391	3,723,484	13,907
<b><u>Prior year surplus</u></b>	3,448,805	3,448,805	-
<b><u>Expenditures:</u></b>			
Insurance	414,680	650,300	235,620
General office expense	68,617	77,886	9,269
Professional fees	273,132	383,000	109,868
Equipment maintenance and purchases	141,717	333,763	192,046
Mapping	180	600	420
Postage	30,609	52,485	21,876
Education and travel	39,043	66,200	27,157
Automobile	74,797	87,360	12,563
Office forms	7,128	46,065	38,937
Office supplies	21,256	75,143	53,887
Salaries	1,977,129	2,467,000	489,872
Retirement fund expense	257,308	360,000	102,692
OPEB obligation	<u>971,268</u>	<u>-</u>	<u>(971,268)</u>
Total expenditures	<u>4,276,864</u>	<u>4,599,802</u>	<u>322,939</u>
<b><u>Fund balance:</u></b>			
December 31, 2011	<u>2,909,332</u>	<u>2,572,487</u>	<u>336,846</u>

See notes to budgetary comparison schedule.

**CADDO PARISH TAX ASSESSOR**

**NOTES TO BUDGETARY COMPARISON SCHEDULE**

**FOR THE YEAR ENDED DECEMBER 31, 2011**

**(Unaudited)**

1. **Budget**

Refer to Note 1 of the financial statements for details regarding the budget process. The budget presented on Page 23 is the original budget with no amendments to the budget during the year.

2. **Excess of Expenditures over Budget**

Actual expenditures exceeded budgeted expenditures as follows:

<u>Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>Negative Variance</u>
Salary and Expense Fund:			
OPEB obligation	-	971,268	(971,268)

The unfavorable variance in OPEB obligation was due to the implementation of Government Accounting Standards Board Statement Number 45. See Note 7 to the financial statements. The Assessor does not include this expenditure in the operating budget.

CADDO PARISH TAX ASSESSOR

EMPLOYEE HEALTH CARE PLAN

DECEMBER 31, 2011

(Unaudited)

Schedule of Funding Progress

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets</u>	<u>Actuarial Accrued Liability (AAL)</u>	<u>Unfunded Actuarial Accrued Liability (UAAL)</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>UAAL as a Percentage of Covered Payroll</u>
January 1, 2009	-	9,385,562	9,388,562	0%	1,546,890	607%

## **OTHER FINANCIAL INFORMATION**



CADDO PARISH TAX ASSESSOR

EMPLOYEES' SALARIES PAID BY THE CADDO PARISH TAX ASSESSOR

FOR THE YEAR ENDED DECEMBER 31, 2011

<u>NAME</u>	<u>NO. YEARS</u> <u>SERVICE</u>		<u>POSITION HELD</u>	<u>SALARY</u>
<u>ASSESSOR</u>				
Charles R. Henington, Jr.	25 yrs.	8 mos.	Assessor	134,060
<u>DEPUTIES</u>				
Fannie M. Allen	12 yrs.	9 mos.	Abstract Specialist I	31,200
Megan Fleming Armstrong	4 yrs.	7 mos.	GIS Technician I	29,380
Larry W. Arnold	33 yrs.	10 mos.	Senior Systems Analyst/Programmer	71,544
Linda B. Botelho	12 yrs.	5 mos.	Abstract Specialist I	30,600
Mary L. Brummer	30 yrs.	4 mos.	Administrative Officer/Payroll	51,840
René S. Burk	32 yrs.	9 mos.	Accounts Payable/Insurance Specl.	48,660
Margaret J. Burns	10 yrs.	8 mos.	Supervisor	40,020
Mary Ann Carmer	24 yrs.	10 mos.	Data Assistant II	35,700
Bobbie Sue Constable	4 yrs.		Abstract Specialist II	30,003
Lisa Fox Dupee'	4 yrs.		Field Auditor II	35,640
Brett K. Frazier	5 yrs.	9 mos.	Field Data Collector I	39,960
Julius Bryan Gandy	3 yrs.	8 mos.	Field Data Collector II	32,420
Julia A. Gilliam	12 yrs.	7 mos.	Homestead Assistant I	23,520
Leslie Y. Glover	32 yrs.	4 mos.	Real Estate Evaluator I	33,936
Kristin H. Gonzalez	2 yrs.	4 mos.	Real Estate Evaluator II	34,300
Mattie W. Goodwin	28 yrs.	10 mos.	Office Assistant	26,712
Jarrold C. Hammonds	5 yrs.	2 mos.	Field Auditor I	32,160
Laura L. Hedgepeth	3 yrs.	11 mos.	Field Auditor I	32,600
Clarinda Gay Henderson	31 yrs.	10 mos.	Supervisor	42,600
Margaret Ann Hiers	2 yrs.	6 mos.	Abstract Specialist II	33,800
Etta Mae Johnson	17 yrs.	11 mos.	Real Estate Evaluator II	34,764
Gregory F. Johnson	27 yrs.	3 mos.	Department Director	49,440
Anthony Q. Jones	20 yrs.		Field Data Collector II	38,400
Cynthia Jane Keith	5 yrs.	10 mos.	Field Auditor I	37,980
David F. Kelly	5 yrs.	8 mos.	Field Auditor II	37,440
Frances Lawrence	18 yrs.	3 mos.	Real Estate Evaluator I	36,360
James R. Lewis	14 yrs.	8 mos.	Supervisor	39,240
Justin Layton Long	3 yrs.	10 mos.	Field Data Collector II	35,180
Beverly I. McConnell	32 yrs.	5 mos.	Data Assistant I	33,960
Vicki W. McConnell	26 yrs.	7 mos.	Receptionist	43,680
Julia Dorry McDonald	29 yrs.	10 mos.	Supervisor	40,908
Joe D. Maxwell	18 yrs.	11 mos.	Supervisor	42,840
Richard Alan Moore	33 yrs.	8 mos.	Senior Systems Analyst/Programmer	71,544
Audrey R. Newton	32 yrs.	5 mos.	Real Estate Assistant I	31,956
Randy C. Passaniti	36 yrs.		Department Director	48,000
Robert Thomas, Jr.	31 yrs.	10 mos.	Department Director	48,000

CADDO PARISH TAX ASSESSOR

EMPLOYEES' SALARIES PAID BY THE CADDO PARISH TAX ASSESSOR

FOR THE YEAR ENDED DECEMBER 31, 2011

<u>NAME</u>	<u>NO. YEARS SERVICE</u>		<u>POSITION HELD</u>	<u>SALARY</u>
<u>DEPUTIES</u> (Continued)				
Beth A. Thompson	16 yrs.	2 mos.	Supervisor	39,600
Keith Edward Tibbit	25 yrs.	2 mos.	Department Director	47,568
Debra Roge' Wallace	14 yrs.	11 mos.	Abstract Specialist II	37,720
Garland E. Weidner	24 yrs.	5 mos.	Chief Deputy	83,040
Judy B. Whatley	14 yrs.	10 mos.	Abstract Specialist I	32,160
James B. White	4 yrs.	5 mos.	Abstract Specialist I	37,440
Marilyn B. Williams	14 yrs.	11 mos.	Abstract Specialist II	37,440
Gloria T. Winters	13 yrs.	11 mos.	Real Estate Evaluator I	37,500
<u>EXTRA HELP</u>				
Jonathan K. Bell	1 yr.	2 mos.	Summer Employee	2,685
Ja'Rico D. Bradford	1 yr.	7 mos.	Summer Employee	12,444
Ellen Marie Carpenter		1 mo.	Summer Employee	1,039
Barbara Chatman		7 mos.	Summer Employee	5,709
Shidestini C. Cooper		7 mos.	Summer Employee	5,029
Tra'van R. Cooper		7 mos.	Summer Employee	3,206
Ronald L. Cox	1 yr.	4 mos.	Part Time-Retired	10,827
Jemela D. Freeman	1 yr.	7 mos.	Summer Employee	702
Lester M. Jackson	1 yr.	10 mos.	Part Time-Retired	10,703
Neill S. Matthews	4 yrs.	8 mos.	Part Time-Retired	900
Krystal Brooke Scott	1 yr.	8 mos.	Summer Employee	922
Sylvia N. Smith	1 yr.	2 mos.	Summer Employee	2,119
Tyler Merrick Smith	1 yr.	8 mos.	Summer Employee	3,724
Zondra E. Spikes	1 yr.	7 mos.	Summer Employee	3,489
Sarah J. Terrell	1 yr.	2 mos.	Part Time-Retired	14,369
Lakeisha M. Thomas	1 yr.		Summer Employee	4,646
James C. Volentine		2 mos.	Summer Employee	1,800
Total				<u>1,977,128</u>

# HEARD, McELROY, & VESTAL

LLC

CERTIFIED PUBLIC ACCOUNTANTS

333 TEXAS STREET, SUITE 1525  
SHREVEPORT, LOUISIANA 71101  
318-429-1525 PHONE 318-429-2070 FAX

April 3, 2012

Mr. Charles R. Henington, Jr.  
Caddo Parish Tax Assessor  
Shreveport, Louisiana

Report on Internal Control Over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with Government Auditing Standards

We have audited the financial statements of Caddo Parish Tax Assessor as of and for the year ended December 31, 2011, and have issued our report thereon dated April 3, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Assessor's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the Assessor's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Assessor's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements of Caddo Parish Tax Assessor are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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This report is intended solely for the information of management and the Office of the Legislative Auditor, State of Louisiana, and is not intended to be and should not be used by anyone other than these specified parties.

*Heard, McElroy & Vestal, LLC*

**CADDO PARISH TAX ASSESSOR**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2011**

We have audited the financial statements of Caddo Parish Tax Assessor as of and for the year ended December 31, 2011, and have issued our report thereon dated April 3, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of December 31, 2011 resulted in an unqualified opinion.

**Section I - Summary of Auditor's Reports**

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control - No material weakness was noted; no management letter was issued.

Compliance - No material noncompliance was noted.

b. Federal Awards - No major program.

**Section II - Financial Statement Findings**

No matters were reported.

**CADDO PARISH TAX ASSESSOR**  
**SCHEDULE OF PRIOR YEAR FINDINGS**  
**FOR THE YEAR ENDED DECEMBER 31, 2011**

No prior year findings were reported.